

3 May 00

APPENDIX A
SAMPLE APPLICATION FOR RECRUITER WARRANT OFFICER PROGRAM

SSIC

DATE

From: Sergeant John J. Doe, Jr. 000 00 0000/0000 USMC
To: Commandant of the Marine Corps
Via: (1) Immediate Commanding Officer
(2) Endorsing chain of command
(3) Commanding General, Marine Corps Recruiting Command
Code (OE), 3280 Russell Road, Quantico, VA 22134-5103

Subj: REQUEST FOR APPOINTMENT UNDER THE FISCAL YEAR 20XX
ENLISTED TO WARRANT OFFICER (RECRUITER) PROGRAM

Ref: (a) SECNAVINST 1120.11_
(b) MCO 1040.42_
(c) MCBul 1040 of (date)
(d) MCO P1070.12_

Encl: (1) Data Sheet
(2) SRD, page 12
(3) SRB, page 11
(4) SRB, page 9
(5) SRB, page 3
(6) BIR/BTR
(7) EDU
(8) Photograph
(9) List any other enclosures as applicable

1. I am eligible (except for {type of waiver}) and apply for the Fiscal Year 20XX Enlisted to Warrant Officer (Recruiter) Program per references (a) through (c). Enclosures (1) through (XX) are attached as requested. The following information is submitted:

- a. Date of Birth: (YYMMDD)
- b. Permanent Pay Grade and Date of Rank: (E-?, YYMMDD)
- c. Off-duty courses completed or currently enrolled in that are not shown in the MCTFS or on college transcripts:

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d. Military schools and correspondence courses completed or currently enrolled in that are not shown in MCTFS education screens:

e. Total amount of active naval service: (years, months, days). (If other than naval service is included in the Armed Forces Active Duty Base Date (AFADBD) on the BIR, show branch of service, periods of service, and highest grade held. Show all dates and times in year, month, day format. Compute all dates and times as of 1 February the year of the appointment.)

f. Amount of commissioned time (if a former officer):

g. ASVAB/AFCT EL test score and test date: XXX (YYMMDD) (If using the Scholastic Aptitude Test (SAT) or American College test (ACT) to qualify, include the SAT/ACT test report as an enclosure.)

h. A recent photograph, per reference (d), is attached as enclosure (XX).

2. "I have a (type of security investigation) completed on (date)," or "I do not have an investigation completed but it was initiated on (date)."

3. "I, (Full Name), if selected for appointment to warrant officer and upon acceptance of such appointment, agree to remain on active duty for a period not less than three years, unless sooner separated for cause under the provisions of SECNAVINST 1920.6A, Administrative Separation of Officers. I understand that this obligation will run concurrently with any other legal obligation in force and will not serve to decrease any such obligation."

4. "I (Full Name), understand that officers do not receive Special Duty Assignment (SDA) pay and that if selected and upon appointment to warrant officer, my SDA pay will be discontinued."

5. Show unit telephone number and point of contact. Indicate your administrative office's DSN and commercial numbers. List e-mail address if you can be reached online to complete or correct your application.

SIGNATURE OF APPLICANT

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ENCLOSURE (5)